Submitting Facility Inventory Changes

How to update emissions units (equipment) and processes for facilities operating under General permits, Non-Title V permits, and Title V permits.

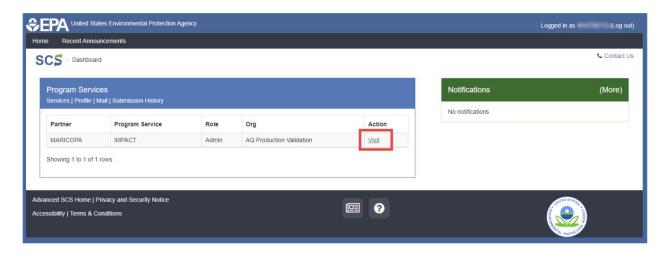**Maricopa County Air Quality Department**

September 2021

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Create a Facility Inventory Change Task

Step 1
Using Google Chrome, log in to your Shared CROMERR Services account and find the **Org** (company name) for which you will be submitting a facility update for and select **Visit**.
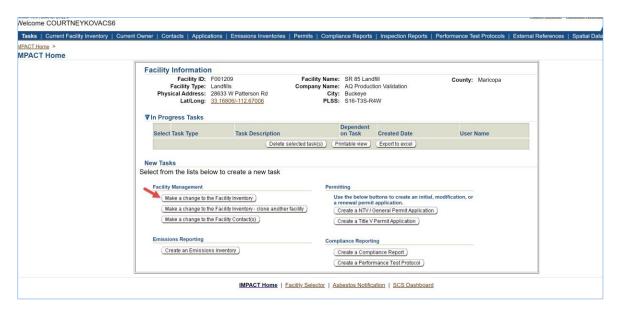

Step 2
From the Facility Selector screen, find the facility for which you would like to submit a facility update. Select the **Facility ID**.
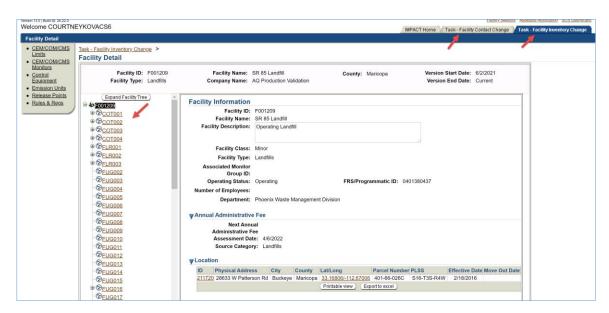
Step 3

From the IMPACT Home page, select **Make a change to the Facility Inventory**.

Step 4

This will create two tabs called Task - Facility Contact Change and Task - Facility Inventory Change. The Task - Facility Inventory Change tab includes a facility tree which will show all emissions units, control equipment, and processes associated with your facility.
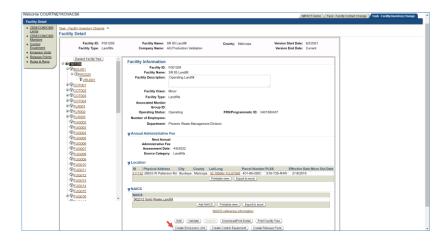

An emissions unit (EU) is any equipment or operation that may create air pollution. An emissions process is attached to an emissions unit and includes a source classification code (SCC) that more specifically describes the equipment or activity that creates air pollution emissions. Control equipment is any piece of equipment that is designed to capture and/or reduce air pollutant emissions.

Creating Emissions Units and Emissions Processes
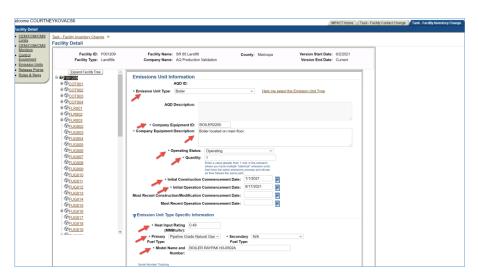
Step 1

To create a new EU, select **Create Emissions Unit** from the bottom of the screen.
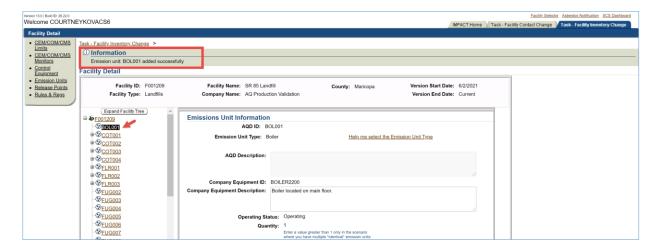

Next, select an **Emissions Unit Type** from the dropdown menu, then enter a Company Equipment ID and a Company Equipment Description. The equipment ID and description are identifiers the facility uses for each piece of equipment and are created by the facility. Next, select the Operating Status and the Quantity (if applicable), and select dates for the Initial Construction Commencement Date and Initial Operation Commencement Date.

If you have multiple identical units, you may create just one EU and enter a number for the quantity on site. However, if the units are different (for example, different manufacturers, years, input ratings, etc.), or if any of them are connected to a control device, these must be created as separate EUs. Some EU types do not offer the ability to enter a quantity and must always be created separately.

Depending on the emission unit type selected, you may be required to enter additional information. Complete all other required fields. Fields marked with an asterisk (*) are required.
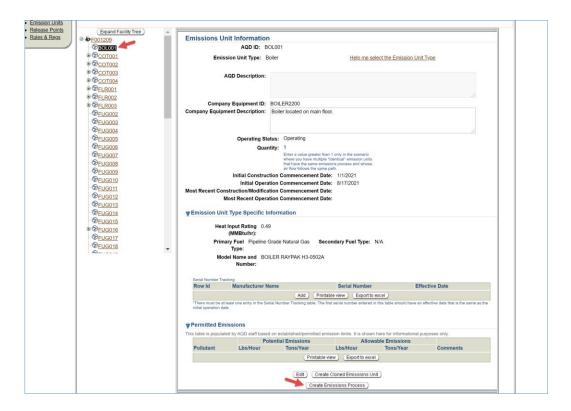
When you have entered all information, select **Save** at the bottom of the screen. You will receive a notification at the top of your screen indicating that the emission unit was added successfully, and you will now see the emission unit located under your facility tree.
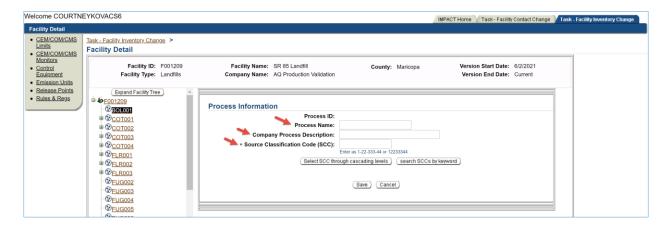

Step 2

Next, you must create an Emissions Process for the newly created emissions unit. Select the emissions unit from the facility tree (in this example we selected **BOL001**), then select **Create Emissions Process** from the bottom of the screen.
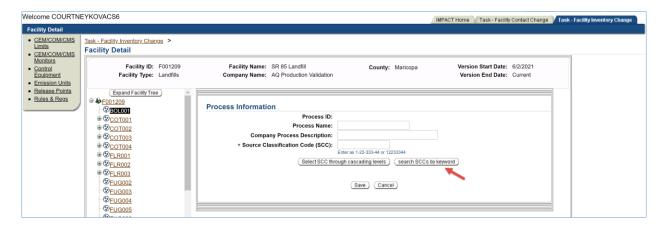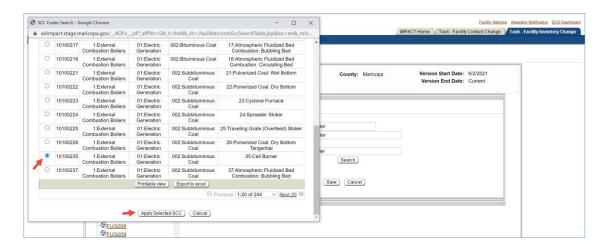
Step 3

Enter the Process Name and Company Process Description. These are identifiers that will be used to identify the emissions process for the emissions unit the facility uses and are created by the facility. Select a SCC by viewing our list of common SCC.
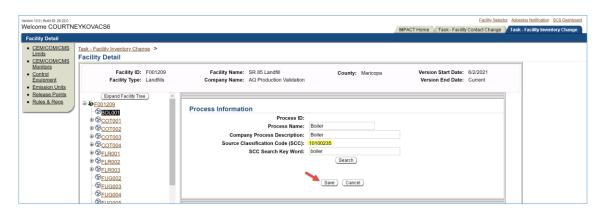

You can also select **Search SCCs by Keyword** and enter terms related to the process (such as coating, abrasive blasting, or gravel) to identify the correct SCC.

A pop-up window will appear with options. Select the correct SCC code, then select **Apply Selected SCC**.
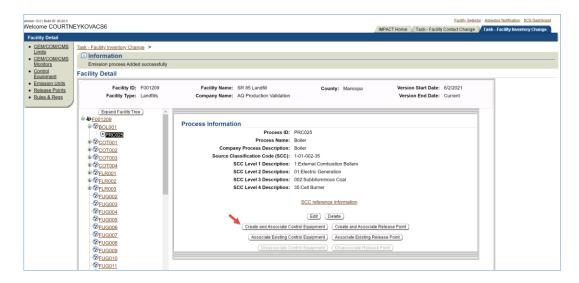

Next, select **Save**.

Adding Control Equipment
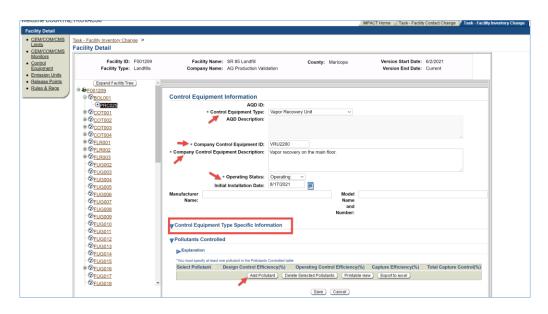
Step 1

Now that you have the emissions unit, the emissions process, and the SCC code, you can add control equipment. Depending on your facility process, you might not have any control equipment. If you do have control equipment, select **Create and Associate Control Equipment**.
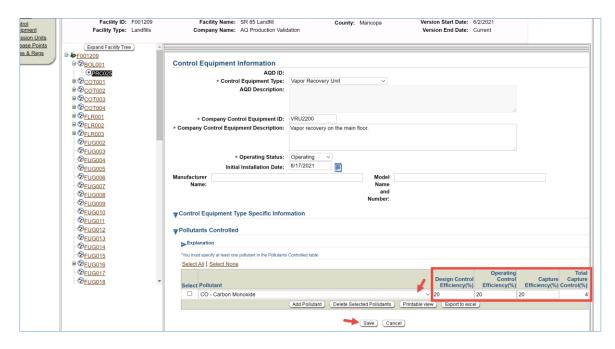

Step 2

Select the Control Equipment Type, then enter all required control equipment information. All fields marked with an asterisk (*) are required. Entries under Control Equipment Type Specific Information will vary based on the control equipment type selected. Next, you must specify at least one pollutant in the Pollutants Controlled table. To specify the pollutants controlled, select **Add Pollutant**.
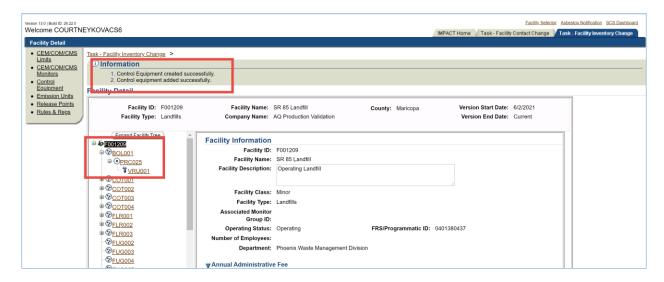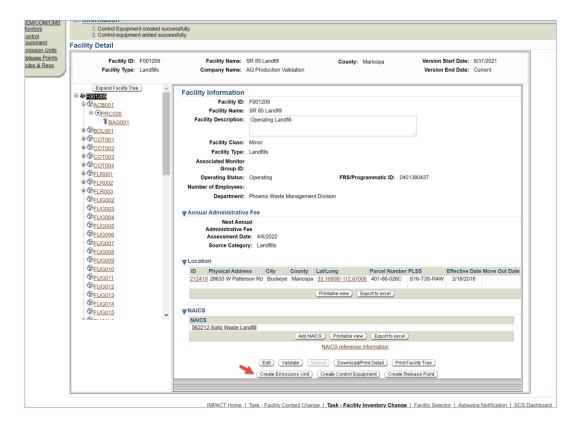
Step 3

Select the Pollutant from the dropdown menu and fill in the design control efficiency, operating control efficiency, and capture efficiency. For equipment that controls particulate matter, you must select PM primary, PM_{10} primary, and $PM_{2.5}$ primary. To add additional rows to the table, select **Add Pollutant** again. Once all pollutants controlled have been added, select **Save**.
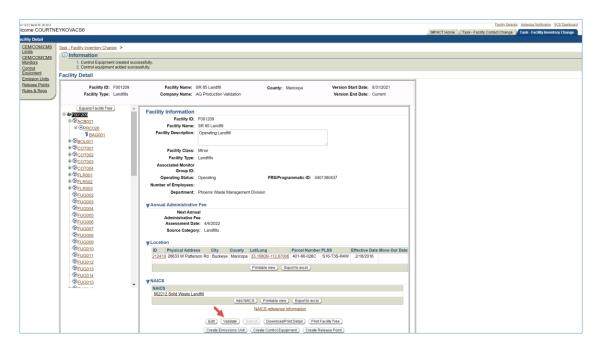

You will receive a notification at the top of your screen indicating that the control equipment was created and added successfully. You will also now see your new emissions unit, the emissions process, and control equipment under the facility tree.
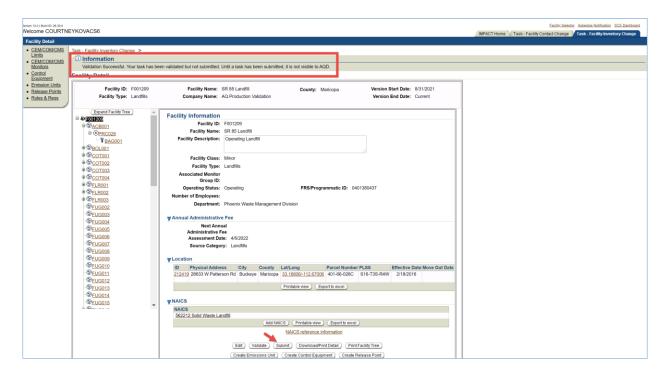
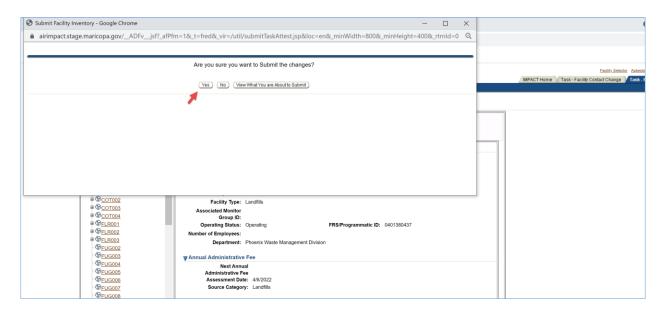If you have additional emissions units to add, select **Create Emissions Unit** and follow the steps above.

The changes you make to the facility are not official and will not be viewed until they have been submitted by a Certifier to the Maricopa County Air Quality Department. Next, select **Validate**.
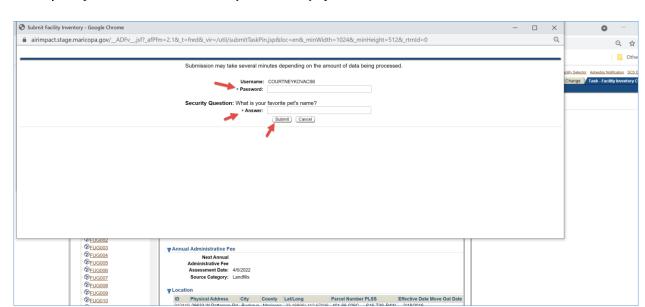

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You will receive a notification at the top of your screen indicating that the validation was successful. Next, select **Submit**.
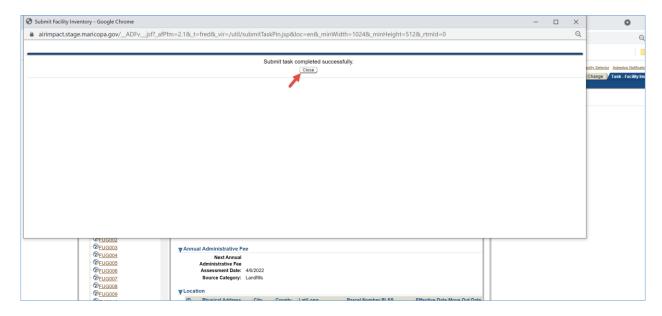

A series of pop-up windows will appear. Select **Yes**.

Enter your password and answer to your security question, then select **Submit**.

The screen will indicate that the submit task was completed successfully, select **Close**.
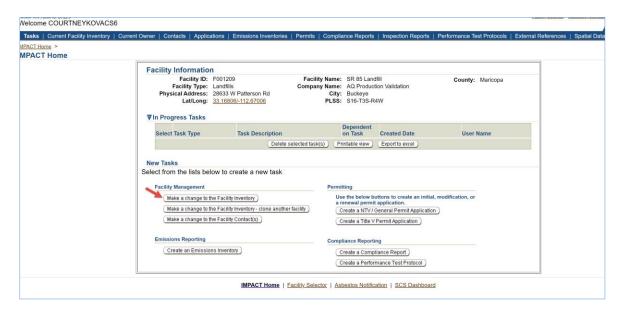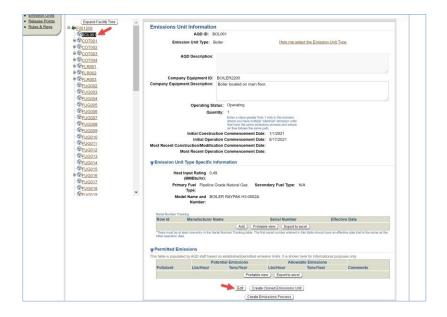
Removing or Modifying an Existing Emissions Unit

Step 1

Emissions units cannot be removed from the facility inventory, but they can be marked as permanently shut down or invalid. Permanently shut down means the equipment was at the facility but has been permanently removed or disconnected. Invalid means the equipment was never at the facility.
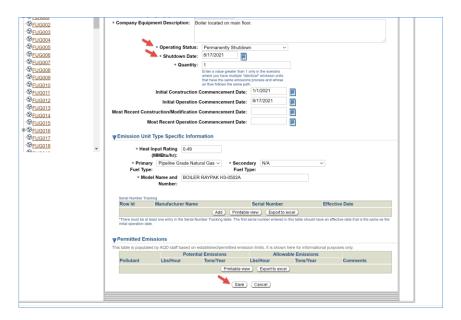
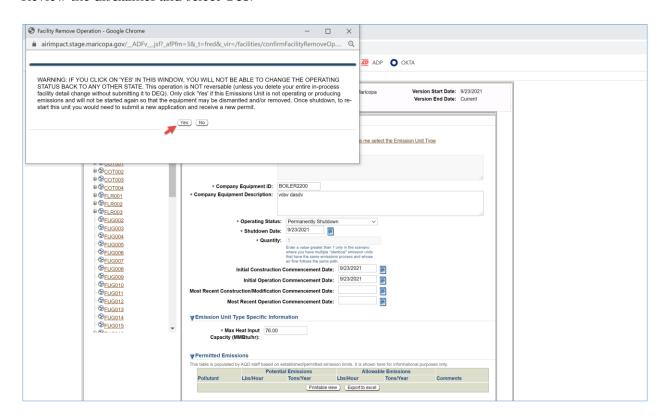From the IMPACT Home page, select **Make a change to the Facility Inventory**.

To change the operating status, select the **Emission Unit** from the facility tree, then select **Edit** from the bottom of the screen.
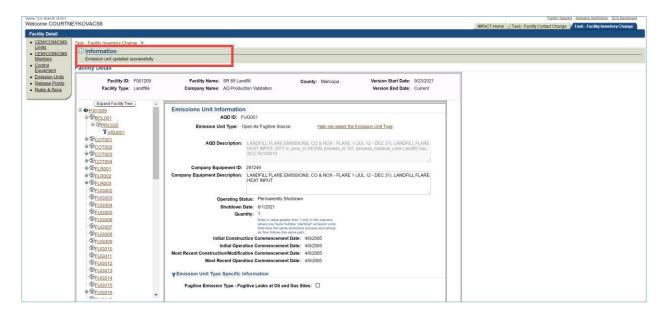
You will now be able to edit fields on the facility detail screen. Change the Operating Status dropdown to "Permanently Shutdown" and enter a shutdown date. Next, select **Save**.

Review the disclaimer and select **Yes**.

You will receive a notification at the top of your screen indicating that the emissions unit was updated successfully.

If you have any questions, contact the department at 602-618-9337 or AQPermits@maricopa.gov.